

**ORDER**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**1110.77N**

**3/28/01**

**SUBJ: RTCA, INC. (UTILIZED AS AN ADVISORY COMMITTEE)**

**1. PURPOSE.** This order renews and constitutes the charter for the utilization of RTCA, Inc., and some of its components (e.g., Program Management, Special Committees and Steering Committees), as far as so utilized by the Federal Aviation Administration (FAA) and the other Government agencies that are members of RTCA, as an Advisory Committee within the meaning of Section 3 (2) (C) of the Federal Advisory Committee Act, 5 U.S.C., Appendix 2, as amended (the Act).

**2. DISTRIBUTION.** This order is distributed to the director level in Washington and the Technical Center.

**3. CANCELLATION.** Order 1110.77M, RTCA, Inc. (Utilized as an Advisory Committee), dated April 8, 1999, is canceled.

**4. BACKGROUND.**

a. RTCA was organized in June 1935 on the initiative of the Department of Commerce and by mutual agreement of interested Government and non-Government organizations and membership groups. The original objective was to ensure efficient coordination of research efforts in the technical development of aeronautical radio aids.

b. From 1942 until 1991, RTCA continued to function in the form of an unincorporated association of Government agencies and industry associations active in aeronautics. The Radio Technical Commission for Aeronautics was incorporated on November 14, 1991, at which time its name was changed to RTCA, Inc. The objectives of the organization and use of the Program Management Committee (PMC) and Special Committees as Federal advisory committees remain unchanged. The current membership comprises over 241 domestic and international Government agencies, aviation industry associations, companies, and academic institutions. Through this membership, RTCA seeks solutions to problems involving the application of electronics, computers, and telecommunications to aeronautical operations.

c. RTCA is incorporated under the New York Non-Profit Corporation Law and is qualified to do business in the District of Columbia. Its status as a tax-exempt organization is recognized by the Internal Revenue Service and the Government of the District of Columbia.

**5. SCOPE.** This order describes the extent and manner of utilization of RTCA as an advisory committee under the sponsorship of FAA. It does not describe the details of FAA's relationship to RTCA in other respects.

**6. CONSENT AND COMPLIANCE.** RTCA has consented to its "utilization" as an advisory committee as described in this order and, with respect to activities covered by the Act, has pledged compliance with all requirements as prescribed in Order 1110.30C, Committee Management.



**7. OBJECTIVES AND SCOPE OF ACTIVITIES.** The objective of the advisory committee is to seek solutions to problems involving the application of technology (e.g., electronics, computers, and telecommunications) to aeronautical operations that impact the future air traffic management system.

a. To achieve this, specific objectives include, but are not limited to:

(1) coalesce aviation system user and provider technical requirements in a manner that helps Government and industry meet their mutual objectives and responsibilities;

(2) analyze and recommend solutions to the system issues that aviation faces as it continues to pursue increased safety, system capacity, and efficiency;

(3) develop consensus on the application of pertinent technology to fulfill user and provider requirements, including development of minimum operational performance standards for electronic systems and equipment that support aviation; and

(4) assist in developing the appropriate technical material upon which positions for International Civil Aviation Organization, International Telecommunications Union, and other appropriate international organizations can be based.

b. The solutions are frequently in the nature of recommended minimum operational performance standards and technical guidance documents which are acceptable to Government, industry, and users. Standards ensure equivalent performance of the same generic equipment built by different manufacturers. RTCA standards are generally referenced or used (with or without modification) in Government regulatory and procurement activities.

c. The advisory committee will not be involved in the coordination or review of safety and certification issues which are inherently governmental. This does not preclude the procedures and standards work above or efforts to streamline government/industry processes.

**8. ORGANIZATION.** RTCA, Inc., is comprised of a general membership, a chairman, a Board of Directors, a Policy Board, a Program Management Committee, a president, a vice president, and a small staff.

a. The membership comprises over 241 domestic and international Government agencies, aviation industry associations, companies, and academic institutions. There are eight Government agencies: the Departments of Commerce, Army, Navy, and the Air Force; the FAA; the Volpe National Transportation Systems Center of the Department of Transportation; the National Center for Atmospheric Research; and the National Aeronautics and Space Administration. Private sector members include Aeronautical Radio, Incorporated; Air Line Pilots Association; Air Transport Association of America; Aircraft Owners and Pilots Association; Airports Council International - North America; General Aviation Manufacturers Association; National Business Aircraft Association; and many other domestic and international aviation-related organizations.

b. The Program Management Committee (PMC), using Special Committees, administers the vast majority of the Federal advisory committee-related business of RTCA. The PMC establishes Special Committees and the Policy Board establishes task forces and steering committees, as required, in response to an identified need by Government and industry. Sub-elements of Steering Committees and Special Committees (i.e., select committees and working groups) report back to the specific committee they represent. The PMC approves the terms of reference for the special committee; approves the chairperson; approves recommendations, reviews reports; and, as appropriate, approves, modifies, sends back for additional work, or disapproves these reports. PMC meetings are open to the public and announced in the Federal Register.



c. Special Committees are the principal means for RTCA to accomplish its mission. Membership on Special Committees is open to the public. Special Committees duration is determined by the task(s) to be completed.

## 9. ADMINISTRATION.

a. The FAA Associate Administrator for Research and Acquisitions, the Associate Administrator for Air Traffic Services, the Associate Administrator for Regulation and Certification, and the Director, Free Flight Program Office serve as FAA *ex-officio*, nonvoting members of the RTCA Policy Board. The Associate Administrator for Research and Acquisitions serves as the designated Federal official for general RTCA advisory committee business; this is redelegated to a Federal employee for the various Special Committee tasks. The Director of System Architecture and Investment Analysis provides support for administrative management of advisory committee activities, as required.

b. FAA participation in all levels of RTCA activities (steering, select, and special committees) will be kept to a minimum; all FAA personnel will serve in an "*ex officio*" capacity as nonvoting members. The designated Federal official for the various committees will determine appropriate FAA participation to engage in meaningful dialogue and understanding of the subject matter. FAA officials will not serve as chair or co-chair of any committee. Exceptions to this for Special Committees will require approval of the FAA members of the Program Management Committee.

c. Representatives of non-Government RTCA member organizations serve on components utilized as advisory committees without Government compensation. Members serve in a representative capacity. The employing organization bears all costs related to its participation on such RTCA components. Appointed members of the RTCA Policy Board, Board of Directors, Program Management Committee, Steering and Select Committees, and chairpersons of Special Committees serve as "representative" members, representing a particular interest by virtue of his/her employment, education, experience, or affiliation with a specific aviation-related organization (reference DOT/FAA Order 1110.30C, Committee Management, para. 37.a.).

In order to identify and provide appropriate disclosure of their specific affiliation(s) or professional interest(s) clearly, appointed members will complete an Advisory Committee Candidate Biographical Information Request, Form DOT F 1120.1 (as specified in the DOT/FAA Order 1110.30C, para. 38.a.). A summary of the candidate's professional background and affiliations will also be posted on the RTCA web page for the appropriate committee. A comment period of 2 weeks will be provided. Members will be required to complete a new form DOT F 1120.1 when a change in affiliation occur

RTCA and FAA will review Steering Committee membership on an annual basis to ensure that the representation is balanced in terms of the points of view represented and the functions performed by the committee; that is, that it fairly and equitably represents, to the extent feasible, the aviation community.

d. The PMC meets three to six times per year, as required, to discharge its responsibilities. The Free Flight and Certification Steering Committees meet three times a year. Special Committees meet as required by their workload. The PMC, Steering, and Special Committee meetings shall comply with all applicable provisions of the Act, including the following:



(1) A PMC, Steering Committee, or Special Committee meeting shall not be held without a designated Federal official (DFO) or his/her alternate. The DFO/alternate will be full-time Government employees and will be designated by the FAA sponsor or one of his/her designated alternates.

(2) The designated Federal official or alternate is authorized to adjourn any advisory committee meeting when, in coordination with the chairperson, it is determined to be in the public interest.

(3) PMC, Steering Committee, and Special Committee meetings shall be open to the public and a notice shall be published in the Federal Register at least 15 days before each meeting, except in emergency situations. The notice should include the name of the advisory committee, the time, place, purpose of the meeting (including, where appropriate, a summary of the agenda), and information that the meeting will be open to the public. Other forms of notice, such as press releases, are to be used to the extent practicable. All RTCA advisory committees will follow the regular advisory committee process in making recommendations to the FAA, and will not make recommendations directly to FAA program offices.

(4) Minutes shall be kept of each PMC, Steering Committee, and Special Committee meeting. The official minutes shall include: time and place of the meeting; a list of all attendees, including members, staff, and public observers; a summary of matters discussed and conclusions reached; copies of reports received, issued, or approved by the committee; and a description of public participation, including oral or written statements. The committee chairperson shall certify the accuracy of the minutes. Meeting summaries are available to the public and posted on the RTCA internet at [www.rtca.org](http://www.rtca.org). Although select committees are not required to hold public meetings, summaries of their activities will be posted on the RTCA internet. All select committees and working groups report back to the specific committee they represent.

e. On an annual basis, RTCA shall provide information to FAA on committee activities, including, but not limited to: number of meetings of each committee; the total number of meetings; meeting attendance (including a breakdown of meeting days) for FAA, other Government, and non-Government participants; the name and organizational affiliation of each RTCA committee member; report titles and dates; and dates of all meetings.

f. This order complies with the requirements in section 9 (c) of the Act for charters for the PMC, Steering Committees, and Special Committees or other task forces. Appendix 1, provides a list of the current Special Committees. Assignment to an existing Special Committee of a new problem within its topical responsibility does not require a new charter action. These committees shall comply with all requirements and implementing regulations covered in Section 10 of the Act.

**10. PUBLIC PARTICIPATION.** Each advisory committee meeting shall be open to the public and interested persons shall be permitted to attend and appear before the committee subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the Act and applicable regulations. Interested persons may file written statements with the committee at any time.

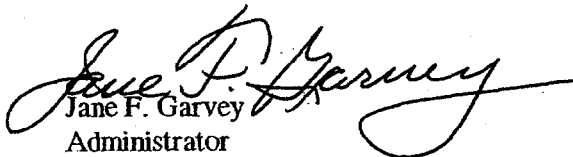
**11. AVAILABILITY OF RECORDS.** Subject to the conditions of the Freedom of Information Act, 5 U.S.C. 552 (b), records, reports, transcripts, minutes/meeting summaries, and other documents (that are made available to, or prepared for or by, components of RTCA utilized as an advisory committee) shall be available for public inspection, copying, or purchase at RTCA, Inc., 1140 Connecticut Avenue, N.W., Suite 1020, Washington, D.C. 20036. Beginning in 2000, all new and a limited number of previously published RTCA documents are available on the internet at [www.rtca.org](http://www.rtca.org). Copies of FAA documents will be furnished to the public in accordance with the fee schedule published in part 7 of Title 49, Code of Federal Regulations.



**12. PUBLIC INTEREST.** Continued utilization of RTCA and its components as an advisory committee(s) by FAA is determined to be in the public interest in connection with the performance of duties imposed on FAA by law.

**13. ESTIMATED COST.** The estimated average annual cost of FAA participation in the advisory committee activities of RTCA is \$400,000 (including pro rata share of salaries of DOT employees). FAA sponsorship of RTCA, utilized as an advisory committee, is estimated to require approximately 0.2 employee years for administrative support.

**14. EFFECTIVE DATE AND DURATION.** Renewal of the charter of RTCA and its components, listed in appendix 1, is effective March 14, 2001, which is the filing date of the charter. The utilization of RTCA as an advisory committee will continue until March 13, 2003, unless sooner terminated or renewed by appropriate authority. The charter incorporated in this order may be terminated by FAA if RTCA disbands; if the use of RTCA components by FAA ceases; if RTCA operations as covered by the Act do not comply with the Act or implementing regulations, and RTCA cannot, or will not, achieve compliance; if RTCA refuses membership to a qualified applicant; or if FAA determines that, as to important aspects of its operations, RTCA's role as an advisory committee cannot be maintained. FAA will give as much advance notice as possible of such action to RTCA and all participants. Such action by FAA would not prevent another Government agency from chartering RTCA under the Federal Advisory Committee Act.

  
Jane F. Garvey  
Administrator



## APPENDIX 1. RTCA SPECIAL COMMITTEES

Paragraph 9f contains information on the Special Committees. The following is a list of current Special Committees.

SC-135	Environmental Testing
SC-147	Traffic Alert & Collision Avoidance System (TCAS)
SC-159	Global Positioning System (GPS)
SC-165	MOPS for Aeronautical Mobile Satellite Service (AMSS)
SC-172	VHF Air-Ground Communication
SC-181	Navigation Standards
SC-186	Automatic Dependent Surveillance-Broadcast (ADS-B)
SC-187	Mode S Airborne Beacon and Data Link System
SC-188	High Frequency Data Link (HFDL)
SC-189	FANS System Requirements and Objectives (FANS SR&O)
SC-190	Application Guidelines for RTCA/ DO-178B (Software)
SC-192	National Airspace Review Planning and Analysis
SC-193	Terrain and Airport
SC-194	Air Traffic Management Data Link Implementation
SC-195	Flight Information Services Communications (FISC)
SC-196	Night Vision Goggles (NVG)
SC-198	Next Generation Communication (NEXCOM)

